



# POLICIES AND PROCEDURES

## MONTGOMERY COUNTY DEPARTMENT OF FIRE AND RESCUE SERVICES

TITLE

STATION SAFETY INSPECTION PROGRAM

NO. 813

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DATE

November 9, 1993

DIRECTOR APPROVAL

*[Signature]*

### PURPOSE

- 1.0 To establish a station safety inspection program that provides a safe workplace by identifying and eliminating hazards.

### APPLICABILITY

- 2.0 All Bureau of Operations personnel.

- 2.1  This policy was developed in cooperation with International Association of Firefighters Local 1664.

### DEFINITIONS

- 3.0 Field Inspection and Readiness Evaluation - A periodic inspection and evaluation of all fire and rescue resources, conducted by the Safety Officer or designee. The inspection and evaluation includes, but is not limited to personnel, apparatus, building facilities and equipment.
- 3.1 Monthly Station Safety Survey - A walk-thru conducted by the Station Commander to follow-up on hazards identified in the quarterly station safety inspection. Other deficiencies may be identified and corrected at this time.
- 3.2 Quarterly Station Safety Inspection Program - A recorded inspection of station facilities and issued safety equipment completed by the Station Commander. The inspections are conducted during the first week of January, April, July and October of each year.

### RESPONSIBILITY

- 4.0 The Safety Officer is responsible for ensuring compliance with this policy and procedure, receiving and evaluating Station Safety Inspection Reports, and developing programs and procedures to enhance safety in the fire and rescue stations.
- 4.1 Senior Career Officers are responsible for ensuring compliance with this policy and procedure in fire and rescue stations under their command. The Senior Career Officers are also responsible for meeting with the designated Corporation representative and Station Commander to implement steps to correct identified hazards or violations.



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4.2 Station Commanders, as collateral duty safety officers, are responsible for performing monthly station safety surveys, quarterly station safety inspections and routing completed forms to the appropriate agencies.

4.3 All personnel are responsible for the prompt correction of an identified hazard within the scope of their resources and authority.

## POLICY

5.0 The Department of Fire and Rescue Services is committed to providing the workforce and public with safe, hazard free fire and rescue stations.

5.1 The provisions of this Station Safety Inspection Policy and Procedure must be followed by all personnel.

5.2 The Department of Fire and Rescue Services is committed to working with the Corporations to correct potential and actual hazards in fire and rescue stations.

5.3 A representative of Local 1664 may accompany the Station Commander on the quarterly station safety inspection.

## PROCEDURE

6.0 In the first week of January, April, July and October, the Station Commander must perform a quarterly station safety inspection using the appropriate forms (See Attachments).

6.1 The Station Commander must send the completed inspection forms to:

- A. White Copy - Station File
- B. Yellow Copy - Senior Career Officer
- C. Pink Copy - Safety Officer
- D. Goldenrod Copy - Safety Officer

6.2 Corrections which can be made within the Station Commander's authority will be handled through the weekly activity schedule.

6.3 The Senior Career Officer will review the report and forward a copy to the designated Corporation representative. The SCO must coordinate any Corporation involvement in correcting deficiencies outside the Station Commander's authority.



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- 6.4 The Safety Officer must review the reports to ensure compliance, supervise and assist the Senior Career Officer in correcting potential hazards, and forward a copy to the bargaining unit.
- 6.4 During the Field Inspection and Readiness Evaluation, the Safety Officer or designee, will review the station safety file to ensure compliance and determine what corrective action has been initiated or completed. Repeat violations or uncorrected conditions will be resolved by the Safety Officer.

### ATTACHMENTS

- 7.0 Station Safety Inspection Form (AD92036).
- 7.1 Personnel Evaluation Form (AD92030)

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ATTACHMENT 7.0  
DEPARTMENT OF FIRE AND RESCUE SERVICES  
MONTGOMERY COUNTY, MD.

## STATION SAFETY INSPECTION FORM

Refer to Policy and Procedure # 813 for applicability and routing.

Directions: Inspect each area of the Fire/Rescue Station checking each of the listed items. Enter the appropriate notation in the right column based upon the following key: **O.K.** for acceptable, **N.A.** for not applicable, **V** for violation, **RV** for repeat violation. When V or RV is indicated, identify in the remarks section for each area, the specific violation and location.

A. Building Facility Station No. \_\_\_\_\_

Status

1. Smoke alarms checked and operable	
2. Emergency power checked and operable (under load/emergency lighting)	
3. <u>Hazardous/Flammable material</u> (a) Insure all materials are properly stored	
(b) No smoking signs posted around flammable/combustible liquids	
(c) Emergency shut offs to fuel pumps operable and identified	
4. Exits - doors operable, properly marked, clear egress, stairs clear	
5. Fire alarm (for evacuation) tested and operable - test record available	
6. Fire extinguishers - mounted, inspection dates, maintenance	
7. Fire sprinkler system - secured in open position; proper pressure settings; heads free from obstructions	
8. M.S.D.S. and Hazardous Material certificate available	
9. MOSH Act and posters in work place	

## Status

10. <u>Kitchen hood/duct system</u>	
(a) Current inspection date	
(b) Cylinder pressure	
(c) Discharge nozzles, hood filters clean	
11. Waste receptacles provided, and clean	
12. Eye protection provided in work areas	
13. Adequate lighting	
14. Outlet box covers	
15. Flexible cords/cables	
16. Tripping Hazards	
17. Machine guarding	
18. Adequate HVAC exhaust ventilation, free of obstruction	
19. Potable water - if tested, give results	
20. General housekeeping in all locations	

Remarks/Violation/Location

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# STATION SAFETY INSPECTION FORM - PART 2

## B. Personnel and Apparatus/Equipment

Station No. \_\_\_\_\_

Status

1.	Protective clothing survey - inspect and approve or recommend cleaning, maintenance or replacement of all protective clothing. Includes helmet, coat, pants, boots, gloves, & hood per Policy # 804 Protective Clothing.	
2.	All on-duty personnel possess eye and hearing protection	
3.	Other Observations - (include storage areas/out buildings)	
4.	S.C.B.A. (a) PASS devices provided and operational (as applicable)	
	(b) Individual S.C.B.A. pressure within limits	
	(c) Spare cylinders stored securely	
	(d) Cascade cylinders secure	
	(e) Air compressor logs for maintenance and operation present and up to date.	
5.	Apparatus (a) Tires - visual check	
	(b) Backup alarm functional	
	(c) Seat belts/Safety bars in place and operational	
	(d) Equipment secured in position by mechanical means	
	(e) Apparatus check sheets properly completed	
	(f) Repair requests completed on defects	
	(g) Air compressor (non S.C.B.A.)	
	(h) Other observations including fluid levels	

NOTE: Inspection Team will contact the corporation requesting the latest test data on ground ladders, aerial devices, hoses and ropes, in advance of the inspection.

Remarks/Violations - site specifics

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Inspecting Officer / Station \_\_\_\_\_

Date \_\_\_\_\_





## Station \_\_\_\_\_ Shift \_\_\_\_\_

[illegible]

REMARKS:

ENTRY CODE: PLACE ONE OF THE FOLLOWING IN EACH APPROPRIATE BOX ABOVE. INCLUDE REMARKS SPECIFIC TO COMMENDATION OR CORRECTIVE ACTION REQUIRED. YES = Y, NO = N, NEEDS CLEANING = C, NEEDS REPAIR = R, REPLACE (SURVEY) = S, OKAY = OK  
AD9203<sup>c</sup> 10/93 White - Station Copy Yellow - Senior Career Officer Pi Safety Officer Goldenrod - Bargaining Unit